

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** BUILDING PERMITS & INSPECTIONS

**AGENDA DATE:** DECEMBER 7, 2004

**CONTACT PERSON/PHONE:** RAPHAEL GARCIA, S.J. - \_\_\_\_\_

**DISTRICT(S) AFFECTED:** 8

**SUBJECT:**

**APPROVE** a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Sacred Heart Church to block off the 600 block of S. Oregon between 4<sup>th</sup> St. and Father Rahm on December 11, 2004 from 12:00pm to 11:00pm and December 12, 2004 7:00am to 11:00pm for a block party (matachines). Approximately 30 persons will participate with 100 spectators anticipated. Barricades must be manned according to the State's "Manual of Uniform Traffic Control Devices". (District 8) [Raphael Garcia, S.J.]

**BACKGROUND / DISCUSSION:**

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action?

Building Permits & Inspections recommends approval for Sacred Heart Church to hold a block party on December 11, 2004 and December 12, 2004. The department has no objections with this event.

**PRIOR COUNCIL ACTION:**

Has the Council previously considered this item or a closely related one? If so, when?

N/A

**AMOUNT AND SOURCE OF FUNDING:**

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

N/A

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

DATE: November 18, 2004

TO: CITY CLERK

FROM: Sacred Heart Church  
Raphael Garcia, S.J.

Telephone No. \_\_\_\_\_  
(8:00 AM – 5:00 PM)

Please place the following item on the **CONSENT** Agenda for the Council Meeting of:

December 7, 2004

Item should read as follows:

Sacred Heart Church to block off the 600 block of S. Oregon between 4<sup>th</sup> St. and Father Rahm on December 11, 2004 from 12:00pm to 11:00pm and December 12, 2004 7:00am to 11:00pm for a block party (matachines). Approximately 30 persons will participate with 100 spectators anticipated. Barricades must be manned according to the State's "Manual of Uniform Traffic Control Devices". (District 8) [Raphael Garcia, S.J.]

SPECIAL INSTRUCTIONS:

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**BUILDING PERMITS & INSPECTIONSUSE**    Item No. \_\_\_\_\_

✓ POLICE DEPARTMENT

✓ FIRE DEPARTMENT

✓ SUN METRO

NA PARKS DEPARTMENT

✓ ENGINEERING/TRAFFIC

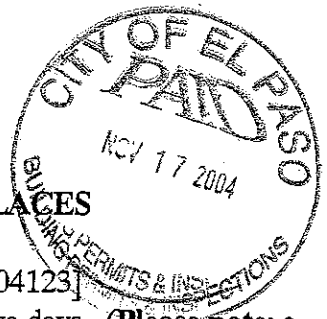
NA TXDOT

NA STREET DEPARTMENT

NA CIVIC CENTER

✓ COMPLETE

REQUEST FOR TEMPORARY USE OF  
CITY STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES



Fees: \$15.75 One event to take place on one day.

[36010119/404123]

\$21.00 Multiple permits for two or more similar events to take place on consecutive days. **(Please note:** a street may not be continuously blocked for more than 24 consecutive hours. If a multiple use permit is granted, the street must be cleared, cleaned and opened between the two separate uses.)

(Please type or print)

1. Applicant:

Sacred Heart Church

(Person/Organization)

Contact Person:

Raphael Garcia S.J. Rector Pastor

Name

Street Number

City

State

Zip Code

Telephone No.

Between 8:00 AM - 5:00 PM

2. Type of Event:

Our Lady of Guadalupe Festival

(Moving)

☒ Parade

☐ Demonstration

☐ Foot Race/Walk

☐ Bike Race

☐ Other: Matachines  
Dances

(Stationary)

☒ Block party

☐ Bazaar

☒ Festival

☐ Sidewalk Sale

☐ Other: \_\_\_\_\_

3. Date of Event:

Dec. 11, 2004 - 12:00 p.m. to 11:00 p.m.

Total Time of Event:

Dec 12, 2004 - 7:00 a.m. to 11:00 p.m.  
from \_\_\_\_\_ to \_\_\_\_\_  
(Time) (Time)

Time in which police traffic control services will be needed:

N/A  
from \_\_\_\_\_ to \_\_\_\_\_

This is the time in which police officers will be moving your event on the streets. This is the time for which you will be charged for police traffic control.

12-7

4. Approximate number of participants:

30 Persons        Vehicles        Animals ~~100~~ Other        Specify:         
At any given time ~~at any time~~

\*Section 13.32.100 requires you to keep the parade route clean and free of animal excrement during the parade.

5. Approximate or anticipated number of spectators: 100 at any given time

6. Purpose of Event: (i.e. fund-raiser, school activity, etc.)

Church Event

If this is a fund-raiser and you estimate that you will raise over \$500, please list your Charitable Solicitation Permit number: N/A

7. Proposed Route: (streets, parks, sidewalks to be used or blocked)

ATTACH A CLEAR AND SPECIFIC HAND DRAWN MAP OREGON

See Map 600 Block ~~Starts~~ in front of Church  
~~200 Block Father Rahn next to Church~~

Location of assembly area, if separate or different:

Same

### IMPORTANT INFORMATION REGARDING TRAFFIC CONTROL:

If traffic control will be provided by the El Paso Police Department for a moving event, you must submit a map of the route for the event. The Police Department will then prepare a traffic control plan along with an estimated cost for their services as provided in Section 13.32.110. You will be billed for the actual cost after the event.

If traffic control will not be provided by the El Paso Police Department, then you must submit a map and written traffic control plan to Building Permits & Inspections or the Engineering/Traffic Division, not less than seven days prior to the date of the event.

You will also be responsible for paying for and providing any barricades and signs. The barricading shall be manned and the barricading and signing shall comply with the provisions set forth in the State's

"Manual of Uniform Traffic Control Devices." Please feel free to contact the City's Engineering/Traffic Division, 6<sup>th</sup> Floor, 541-4050, for more information.

8. Amplification devices to be used:        Yes ☒ No

Use permitted only between the hours of 7 a.m. and 10 p.m.

If amplification is being requested, number of and sound amplifying capacity of microphones, amplifiers and speakers proposed to be used. Also, state whether or not the purpose is advertising any goods, property, services, or entertainment, the primary purpose of which advertising is the making of a profit for a business.

*N/A*

Regarding the use of San Jacinto Plaza, amplification may only be used on the stage. If you wish to use this area, you must also contact the Parks and Recreation Department, 6<sup>th</sup> Floor, and reserve the stage. A fee is charged for the use of this area. Additionally, other ordinances may apply to or restrict the use of city-owned property, including parks.

9. Method of Street and Right-of-Way cleaning:

*(Church will) provide cleaning*

Section 13.32.100 requires you to clean the streets, sidewalks, and other rights-of-way from all event litter and debris, including that left by spectators. In the event that you do not clean these areas, the City may perform such cleaning and you will be charged. You may also arrange in advance to have the Street Department perform the cleaning for a charge by filling out a separate request form and submitting it to Building Permits & Inspections Office no later than fourteen days prior to the date of the event.

**RELEASE:** In consideration of the permit for use of city streets, sidewalks, and other places held for public use, it is understood that the applicant(s) contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries and damages that may be suffered which arise out of or result from participation in this event.

Signature of Applicant

*[Signature]*

*Church Recreation Coordinator*

Date *11/12/07*

For

*Sacred Heart Church*

(Organization/Sponsor, if any)

Please note: If the parade or temporary event is designed to be held by or for any person other than the applicant, the applicant shall attach a communication in writing from the person authorizing the applicant to apply for the permit.

52009

Revised 07/2002

For Office Use Only

Event: Sacred Heart Church Block Party

\$15.75 Fee Paid: 6200400000000000851  
\$21.00

City Council Hearing: December 7, 2004

Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

Comments:

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**PERMIT**

EVENT: Sacred Heart Church Block Party

LOCATION 600 Block of S. Oregon, 4<sup>th</sup> St., Father Rahm

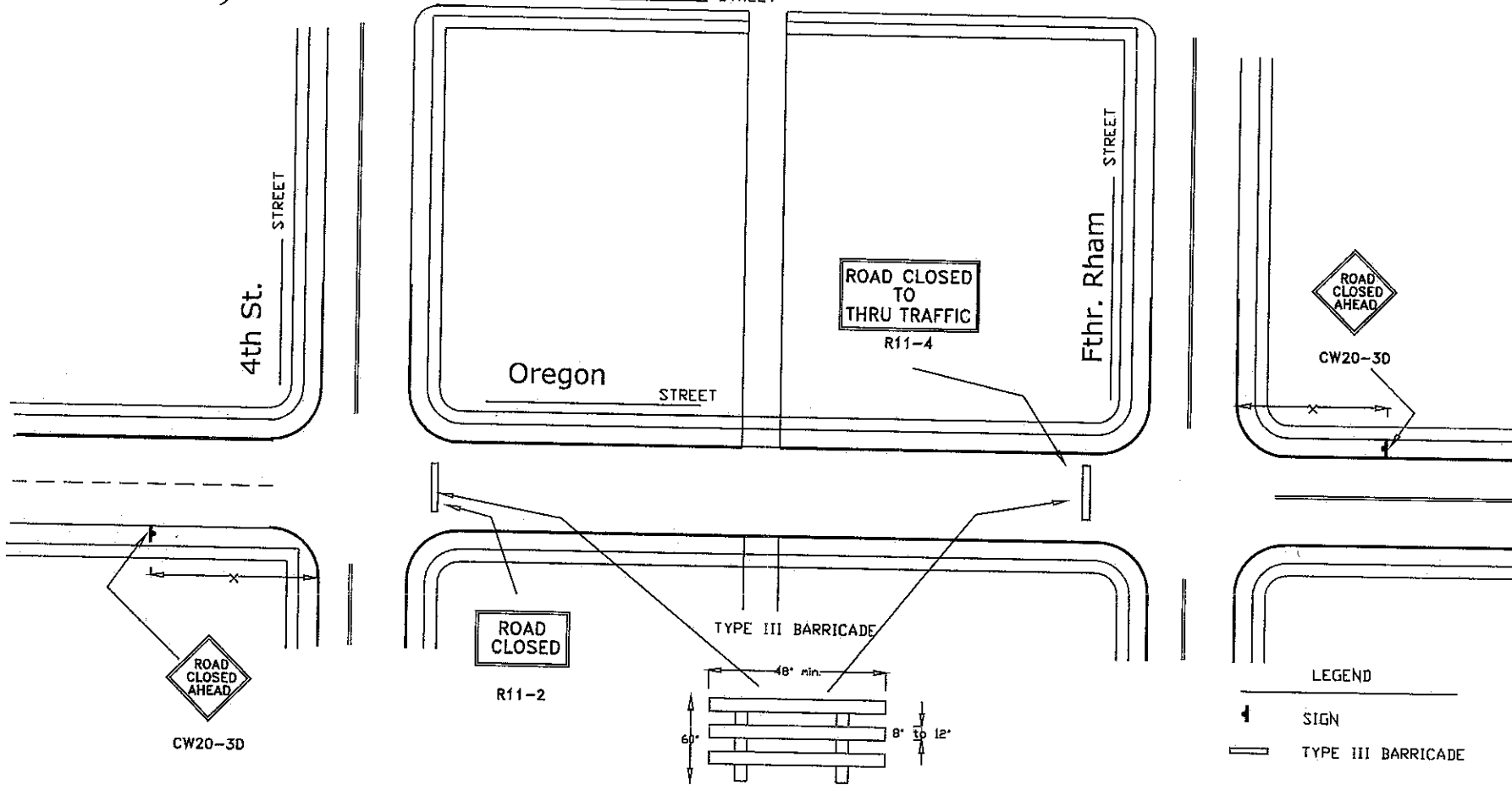
DATE OF EVENT: December 11, 2004 from 12:00pm to 11:00pm  
December 12, 2004 from 7:00am to 11:00pm

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

**R. Alan Shubert, P.E.**  
**BUILDING PERMITS & INSPECTIONS DIRECTOR**

Permission of surrounding residents is forthcoming - will be faxed to City Streets Dept



POSTED SPEED (MPH)	"X" SIGN SPACING (FEET)
30	120
35	160
40	240
45	320
50	400
55	500

NOTE: 1. FLASHING WARNING LIGHTS WILL BE USED FOR NIGHT TIME BARRICADING.

APPLICANT'S NAME: Sacred Heart Church

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE OF CLOSURE: Dec 11, 04 12-11pm  
Dec 12, 04 7:00am to 11:00pm

PROJECT NAME	TRAFFIC CONTROL PLAN
ENGINEER'S SEAL	TYPICAL STREET CLOSURE
SCALE	NEIGHBORHOOD BLOCK PARTY
DATE	
BY	
CHECKED BY	
DATE	
CITY OF EL PASO	ENGINEERING
SHEET	TITLE
1	



11/17/2004

1:14:13PM

**Receipt #: 6200400000000000851**

**Date: 11/17/2004**

Station ID: 6

**Line Items:**

Case No	Address	Tran Code	Description	Revenue Account No	Amount Paid
		BPI_PARADE	Parade Permits - 15.7500 @ \$1.0000	36010119-404123	15.75
		BPI_PARADE	Parade Permits - 15.7500 @ \$1.0000	36010119-404123	15.75
Line Item Total:					<b>\$31.50</b>

**Payments:**

Method	Payer	Bank No	Account No	Confirm No	How Received	Amount Paid
Check	SACRED HEART CHURCH		5329		In Person	31.50
Payment Total:						<b>\$31.50</b>



## For Office Use Only

Event: Sacred Heart Church Block Party\$15.75 Fee Paid: 620040000000000851  
\$21.00City Council Hearing: December 7, 2004

Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

Comments:

*Sun Metro has no objection to  
the street closure.  
L Layan 11/18/04*

**PERMIT**EVENT: Sacred Heart Church Block PartyLOCATION 600 Block of S. Oregon, 4<sup>th</sup> St., Father RahmDATE OF EVENT: December 11, 2004 from 12:00pm to 11:00pm  
December 12, 2004 from 7:00am to 11:00pmCity Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR

For Office Use Only

Event: Sacred Heart Church Block Party

\$15.75 Fee Paid: 6200400000000000851

\$21.00

City Council Hearing: December 7, 2004

Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

Comments:

TRAFFIC HAS No Objections To  
Proposed Event TRAFFIC Control  
As per Submitted Plan.  
CB  
11/18/04

PERMIT

EVENT: Sacred Heart Church Block Party

LOCATION 600 Block of S. Oregon, 4<sup>th</sup> St., Father Rahm

DATE OF EVENT: December 11, 2004 from 12:00pm to 11:00pm  
December 12, 2004 from 7:00am to 11:00pm

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR

## For Office Use Only

Event: Sacred Heart Church Block Party\$15.75 Fee Paid: 620040000000000851  
\$21.00City Council Hearing: December 7, 2004

Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

Comments:

All 906 No other infoPERMITEVENT: Sacred Heart Church Block PartyLOCATION 600 Block of S. Oregon, 4<sup>th</sup> St., Father RahmDATE OF EVENT: December 11, 2004 from 12:00pm to 11:00pm  
December 12, 2004 from 7:00am to 11:00pmCity Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR

For Office Use Only

**Event:** Sacred Heart Church Block Party

☐ Fee Paid: 6200400000000000851

City Council Hearing: December 7, 2004  
Date

Copy To:

<input checked="" type="checkbox"/>	Police Department
<input checked="" type="checkbox"/>	Fire Department
<input checked="" type="checkbox"/>	Sun Metro
<input type="checkbox"/>	Parks Department

<input checked="" type="checkbox"/>	Engineering-Traffic Div.
<input type="checkbox"/>	Highway Department
<input type="checkbox"/>	Street Department
<input type="checkbox"/>	Civic Center

**Comments:**

The El Paso Police Department has no objection with this event.

The Department will monitor the event as necessary with the district car.

There will be no cost to city or applicant.

04-163

## PERMIT

EVENT	Sacred Heart Church Block Party
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**LOCATION:** 600 Block of S. Oregon, 4<sup>th</sup> St., Father Rahm

**DATE OF EVENT:** December 11, 2004 from 12:00 P.M. to 11:00 P.M.  
December 12, 2004 from 7:00 A.M. to 11:00 P.M.

**CITY COUNCIL ACTION:**      Approve      Disapprove      Approve w/ Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Building Permits &amp; Inspections Director

JOE WARDY  
MAYOR

JOYCE WILSON  
CITY MANAGER

R. ALAN SHUBERT, P.E.  
DIRECTOR



**CITY COUNCIL**

SUSAN AUSTIN  
DISTRICT NO. 1

ROBERT A. CUSHING, JR.  
DISTRICT NO. 2

JOSE ALEXANDRO LOZANO  
DISTRICT NO. 3

JOHN F. COOK  
DISTRICT NO. 4

PAUL J. ESCOBAR  
DISTRICT NO. 6

VIVIAN ROJAS  
DISTRICT NO. 7

ANTHONY W. COBOS  
DISTRICT NO. 8

November 29, 2004

**BUILDING PERMITS &  
INSPECTIONS DEPARTMENT**

Sacred Heart Church  
Rafael Garcia, S.J.

FROM: Building Permits & Inspections  
SUBJECT: Application for use of City Streets/Sidewalks (in connection with a  
Parade, Walk, Run, etc.)

This is only a recommendation from Building Permits & Inspections to the Mayor and Council. They will make the final determination at the City Council Meeting on December 7, 2004 at 9:00am. We recommend a representative be present to answer any questions that City Council may have.

**REQUEST:**

Sacred Heart Church to block off the 600 block of S. Oregon between 4<sup>th</sup> St. and Father Rahm on December 11, 2004 from 12:00pm to 11:00pm and December 12, 2004 7:00am to 11:00pm for a block party (matachines). Approximately 30 persons will participate with 100 spectators anticipated. Barricades must be manned according to the State's "Manual of Uniform Traffic Control Devices". (District 8) [Raphael Garcia, S.J.] Permit#: 04-163

**RESPONSES:**

No objections from Fire, Sun Metro, Traffic/Engineering. The El Paso Police Department has no objection with this event. The Department will monitor the event as necessary with the district car. There will be no cost to city or applicant. The Office of Building Permits & Inspections recommends approval.

A handwritten signature in black ink, appearing to read "R. Alan Shubert".

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**R. ALAN SHUBERT, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR**